

**BY ORDER OF THE CHIEF,
NATIONAL GUARD BUREAU**



MANPOWER STANDARD 42B1AR

28 AUGUST 2003

Manpower Standard

VEHICLE MAINTENANCE

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: ANG/XPME (Mr. G. W. Tatum III)

Certified by: ANG/CS (Col S. Wassermann)

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This Air National Guard Manpower Standard (ANGMS) quantifies the manpower required to accomplish the tasks described in the process oriented description (POD) for varying levels of workload in the 189th Airlift Wing whose mission it is to provide aircrew training for students from each branch of the military that flies the C-130 aircraft and from 27 foreign countries. This standard applies to the 189th Airlift Wing, Little Rock Air Force Base, Arkansas, and encompasses all major processes performed within the Vehicle Maintenance function. It does not apply to any other units. This standard is applicable to peacetime operations only. The Air National Guard (ANG) is authority for the approval and publication of ANG Manpower Standards. Air Force (AF) and ANG directives contain policy and procedural guidance for the operation of the Vehicle Maintenance. This standard was developed in accordance with AF Instruction (AFI) 38-201, *Determining Manpower Requirements*, and AF Manual (AFMAN) 38-208, Volume 1, *Air Force Management Engineering Program (MEP) Processes*, and AFMAN 38-208, Volume 2, *Air Force Management Engineering Program (MEP) - Quantification Tools*. Send comments and suggested improvements on AF IMT 847, *Recommendation for Change of Publication*, through channels, to ANG, Management Engineering Branch (ANG/XPME / Operating Location TN [OLTN]), 106 Briscoe Drive, McGhee Tyson Air National McGhee Tyson Air National Guard Base, TN 37777-6283.

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1. STANDARD DATA.

1.1. Approval Date: 28 August 2003.

1.2. Man-hour Data Sources: The Operational Audit (historical record and technical estimate) technique was used to collect/determine man-hour/manpower data.

1.3. Standard Manpower Equation: $Y = 275.6 + 6.918X$.

1.4. Workload Factor.

1.4.1. Title: $X =$ A Registered Basic Vehicle Equivalent Authorized.

1.4.2. Definition: The number of registered basic vehicle equivalents authorized that vehicle maintenance is responsible for maintaining.

1.4.3. Source: The Registered Basic Vehicle Equivalent Authorized Summary by unit. Maintained by ANG/LGTV.

1.5. Points of Contact.

1.5.1. Functional: Col John J Samuhel, 189 MX/CC

1.5.2. Manpower: George W. Tatum III, ANG/XPME/OLTN

2. APPLICATION INSTRUCTIONS.

2.1. Equation: Apply the equation in Paragraph 1.3., to determine the required man-hours.

2.2. Man-Hour Availability Factor (MAF): Divide the resulting man-hours by the appropriate MAF/overload factor. The answer, rounded up, will quantify the required manpower.

2.3. Upper and Lower Extrapolation Limits:

2.3.1. $Y_U = 1819.732$.

2.3.2. $Y_L = 1091.839$.

3. STATEMENT OF CONDITIONS. The normal hours of operation for this function are 80 hours per two-week period. The alternate work schedule of eight nine hour days, and one eight hour day is the norm. No environmental, equipment, or facility conditions affect this Manpower Standard.

DANIEL JAMES III, Lieutenant General, USAF
Director, Air National Guard

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION***References*

AFI 38-201, *Determining Manpower Requirements*

AFMAN 38-208, Volume 1, *Air Force Management Engineering Program (MEP)-Process*

AFMAN 38-208, Volume 2, *Air Force Management Engineering Program (MEP)-Quantification Tools*

Abbreviations and Acronyms

AF - Air Force

AFEMS - Air Force Equipment Management System

AFIS - Automated Fleet Information System

AFO - Accounting and Finance Office

ANG - Air National Guard

ANGMS - Air National Guard Manpower Standard

CA/CRL - Custodian Authorization/Custody Receipt Listing

CAFVIMS - Command/Air Force Vehicle Integrated Management System

CTK - Consolidated Tool Kit

DAFIS - Dispatch Automated Fleet Information System

DD - Department of Defense

DIFM - Due In From Maintenance Listing

DO4 - Daily Document Register

DoD - Department of Defense

DRMO - Defense Reutilization and Marketing Office

EA - Economic Analysis

FAD - Force Activity Designator

FM - Financial Management

GSA - General Service Administration

HAZMART - Hazardous Materials Pharmacy

IMT - Information Management Tool

LOF - Lube, Oil, and Filter

LTI - Limited Technical Inspection

MAF - Man-Hour Availability Factor

MAJCOM - Major Command

MC&A - Maintenance Control and Analysis

MDR - Material Deficiency Report

MEP - Management Engineering Program

MHE - Materiel Handling Equipment

MICAP - Mission Capability

MSDS - Material Safety Data Sheet

MSI - Manpower Standards Implementation

MTT - Mobile Training Team

NSN - National Stock Number

OLVIMS - On Line Vehicle Integrated Management System

ORI - Operational Readiness Inspection

OSHA - Occupational Safety and Health

PCS - Permanent Change of Station

PFMR - Project Funds Management Record

POD - Permissible Operating Distance

POD - Process Oriented Description

PPE - Personal Protective Equipment

PTO - Power Take Off

QA - Quality Assurance

QDR - Quality Deficiency Report

RCS - Reports Control Symbol

REMS - Registered Equipment Management System

SBSS - Standard Base Supply System

TO - Technical Order

TCTO - Time Compliance Technical Order

TDY - Temporary Duty

UCI - Unit Compliance Inspection

UMD - Unit Manpower Document

UND - Urgency of Need Designator

US - United States

UTA - Unit Training Assembly

VCO - Vehicle Control Officer

VDM - Vehicle Deadlined For Maintenance

VDP - Vehicle Down for Parts

VIC - Vehicle-In-Commission

VIMS - Vehicle Integrated Management System

VOC - Vehicle Out of Commission

Terms

Air National Guard Manpower Standard (ANGMS). A numbered, specialized publication that quantifies manpower requirements for a work center, it also includes approved variances. See AFI 38-201.

Man-Hour. A unit of measuring work. It is equivalent to one person working at a normal pace for 60 minutes, two people working at a normal pace for 30 minutes, or similar combination of people working at a normal pace for a period of time equal to 60 minutes.

Manpower Standard. The basic tool used to determine the minimum level of manpower required to support a function. It is a quantitative expression that represents a work center's man-hour requirements in response to varying levels of workload.

Process Oriented Description. A format that shows work center responsibilities structured for easy measurement of work categories, tasks and subtasks.

Attachment 2

**PROCESS ORIENTED DESCRIPTION
VEHICLE MAINTENANCE**

Table A2.1. Listing of Functional Processes.

1.	GENERAL PURPOSE MAINTENANCE:
1.1.	PERFORMS GENERAL PURPOSE VEHICLE AND/OR EQUIPMENT MAINTENANCE AND REPAIR:
1.1.1.	RECEIVES AND INSPECTS VEHICLE AND/OR EQUIPMENT:
1.1.1.1.	REVIEWS VEHICLE AND EQUIPMENT WORK ORDER. Obtains vehicle and equipment work order from maintenance control technician and reviews to determine what service and/or repair work is required.
1.1.1.2.	CONFIRMS DISCREPANCY. Performs visual, diagnostic, and/or road test inspection of vehicle and/or equipment; confirms discrepancy on vehicle and equipment work order; and enters additional maintenance requirements found on work order.
1.1.2.	RESEARCHES TECHNICAL PUBLICATION:
1.1.2.1.	IDENTIFIES AND OBTAINS TECHNICAL PUBLICATION. Researches Technical Order (TO) index to determine correct TO required to perform service or repair; obtains correct TO from file; and receipts for publication by annotating appropriate sign out record. Researches commercial repair manuals.
1.1.2.2.	IDENTIFIES TOOL, EQUIPMENT, AND MATERIAL. Identifies, by use of technical publication, all tools, equipment, material and/or parts required to accomplish repair. Identifies job hazards and personal protective equipment (PPE).
1.1.3.	OBTAINS TOOL, EQUIPMENT, AND MATERIAL:
1.1.3.1.	OBTAINS TOOL. Obtains tool required to accomplish repair from Tool Crib, Consolidated Tool Kit (CTK), or shadow board and receipts for tool by temporary issue receipt or chit.
1.1.3.2.	OBTAINS EQUIPMENT. Obtains necessary special equipment required to accomplish repair and receipts for equipment by temporary issue receipt or chit.
1.1.3.3.	OBTAINS MATERIAL FROM MATERIEL CONTROL. Hand-carries work order to materiel control or bench stock, requests and/or picks up material and/or part, and returns to work area.

1.1.4.	PERFORMS REPAIR:
1.1.4.1.	PERFORMS MINOR MAINTENANCE AND/OR ADJUSTMENT. Performs minor maintenance and/or adjustment requiring two direct labor hours or less and/or parts cost of sixty dollars or less if item is on bench stock or on the shelf.
1.1.4.2.	PERFORMS MAJOR MAINTENANCE: Diagnoses, inspects, troubleshoots, removes, cleans, disassembles, repairs, reassembles, rebuilds, overhauls or replaces, adjusts, modifies, and tests major system and/or subsystem.
1.1.4.2.1.	MAINTAINS ENGINE (System Code 01).
1.1.4.2.2.	MAINTAINS IGNITION (System Code 02).
1.1.4.2.3.	MAINTAINS EMISSION (System Code 03).
1.1.4.2.4.	MAINTAINS COOLANT (System Code 04).
1.1.4.2.5.	MAINTAINS FUEL (System Code 05).
1.1.4.2.6.	MAINTAINS CHARGING (System Code 06).
1.1.4.2.7.	MAINTAINS EXHAUST (System Code 07).
1.1.4.2.8.	MAINTAINS ELECTRICAL (System Code 08).
1.1.4.2.9.	MAINTAINS LIGHTING (System Code 09).
1.1.4.2.10.	MAINTAINS STARTING (System Code 10).
1.1.4.2.11.	MAINTAINS CLUTCH (System Code 11).
1.1.4.2.12.	MAINTAINS TRANSMISSION (System Code 12).
1.1.4.2.13.	MAINTAINS TRANSFER CASE (System Code 13).
1.1.4.2.14.	MAINTAINS POWER TAKE OFF (PTO) (System Code 14).
1.1.4.2.15.	MAINTAINS DRIVE LINE (System Code 15).
1.1.4.2.16.	MAINTAINS DIFFERENTIAL AXLE (System Code 16).
1.1.4.2.17.	MAINTAINS SUSPENSION (System Code 17).
1.1.4.2.18.	MAINTAINS WHEEL/TRACK (System Code 18).
1.1.4.2.19.	MAINTAINS STEERING (System Code 19).

1.1.4.2.20.	MAINTAINS BRAKE (System Code 20).
1.1.4.2.21.	MAINTAINS WARNING DEVICE (System Code 21).
1.1.4.2.22.	MAINTAINS AIR (System Code 22).
1.1.4.2.23.	MAINTAINS HYDRAULIC (System Code 23).
1.1.4.2.24.	MAINTAINS AIR CONDITIONING (System Code 24).
1.1.4.2.25.	MAINTAINS HEATER/DEFROSTER (System Code 25).
1.1.4.2.26.	MAINTAINS WIPER/WASHER (System Code 26).
1.1.4.2.27.	MAINTAINS METER (System Code 27).
1.1.4.2.28.	MAINTAINS CHASSIS (System Code 28).
1.1.4.2.29.	MAINTAINS BODY (System Code 29).
1.1.4.2.30.	MAINTAINS WINCH (System Code 30).
1.1.4.2.31.	MAINTAINS TOWING DEVICE (System Code 31).
1.1.4.2.32.	MAINTAINS OUTRIGGER (System Code 32).
1.1.4.2.33.	PERFORMS TUNE-UP (System Code 33).
1.1.4.2.34.	MAINTAINS FUEL SERVICING (System Code 36).
1.1.4.2.35.	MAINTAINS FIRE FIGHTING (System Code 37).
1.1.4.2.36.	MAINTAINS DISTRIBUTION/DE-ICER (System Code 38).
1.1.4.2.37.	MAINTAINS SWEEPER (System Code 39).
1.1.4.2.38.	MAINTAINS CONSTRUCTION (System Code 40).
1.1.4.2.39.	MAINTAINS 463L/MHE (System Code 41).
1.1.4.2.40.	MAINTAINS BOOM (System Code 42).
1.1.5.	PERFORMS INSPECTION/MAINTENANCE: Performs inspection and maintenance in accordance with appropriate regulations and technical orders.
1.1.5.1.	PERFORMS PERIODIC INSPECTION (System Code 34). Performs scheduled inspection/lube, oil, and filter (LOF) or annual inspection.

1.1.5.2.	PERFORMS SPECIAL INSPECTION (System Code 35).
1.1.5.3.	PERFORMS INCOMING INSPECTION.
1.1.5.4.	PERFORMS LIMITED TECHNICAL INSPECTION (LTI).
1.1.5.5.	PERFORMS TIME COMPLIANCE TECHNICAL ORDER (TCTO).
1.1.6.	PERFORMS QUALITY ASSURANCE INSPECTION. Performs quality assurance inspection on vehicle maintenance output; documents deficiency and forwards report to maintenance control technician; and coordinates with maintenance control technician, if applicable, to reschedule vehicle and/or equipment that does not pass quality assurance inspection.
1.1.7.	PERFORMS CONTRACT MAINTENANCE/WARRANTY ACCEPTANCE INSPECTION. Performs acceptance inspection for contract maintenance or warranty work.
1.1.8.	PERFORMS EMERGENCY ROAD SERVICE. Performs minor repairs and/or replaces minor parts in disabled vehicle; provides wrecker service as required; and performs travel to and from disabled vehicle.
1.1.9.	RETURNS TOOL, EQUIPMENT, AND UNUSED MATERIAL AND/OR PART:
1.1.9.1.	RETURNS TOOL. When repair is completed, cleans and returns tool to Tool Crib, CTK, or shadow board.
1.1.9.2.	RETURNS EQUIPMENT. Cleans and returns special equipment and picks up temporary issue receipt or chit.
1.1.9.3.	RETURNS UNUSED MATERIAL AND/OR PART. Returns unused or creditable material and/or part and picks up temporary issue receipt or chit.
1.1.10.	DOCUMENTS COMPLETED WORK. Documents vehicle and equipment work order to reflect all maintenance accomplished.
1.1.11.	PICKS UP AND DELIVERS VEHICLE AND/OR EQUIPMENT. Picks up and delivers vehicle and/or equipment to and from appropriate holding area depending on maintenance requirement.
1.1.12.	RECOVERS/COLLECTS/DOCUMENTS HAZARDOUS WASTE. Recovers/collects hazardous waste, records amount, and documents in On Line Vehicle Integrated Management System (OLVIMS) using J9996 work order.
1.2.	PERFORMS SPECIAL PURPOSE BASE MAINTENANCE AND CONSTRUCTION, AND MATERIAL HANDLING VEHICLE AND/OR EQUIPMENT MAINTENANCE AND REPAIR:

1.2.1.	RECEIVES AND INSPECTS VEHICLE AND/OR EQUIPMENT:
1.2.1.1.	REVIEWS VEHICLE AND EQUIPMENT WORK ORDER. Obtains vehicle and equipment work order from maintenance control technician; and reviews to determine what service and/or repair work is required.
1.2.1.2.	CONFIRMS DISCREPANCY. Performs visual, diagnostic, and/or road test inspection of vehicle and/or equipment; confirms discrepancy on vehicle and equipment work order; and enters additional maintenance requirements found on work order.
1.2.2.	RESEARCHES TECHNICAL PUBLICATION:
1.2.2.1.	IDENTIFIES AND OBTAINS TECHNICAL PUBLICATION. Researches TO index to determine correct TO required to perform service or repair; obtains correct TO from file; and receipts for publication by annotating appropriate sign out record. Researches commercial repair manuals.
1.2.2.2.	IDENTIFIES TOOL, EQUIPMENT, AND MATERIAL. Identifies, by use of technical publication, all tools, equipment, material and/or parts required to accomplish repair. Identifies job hazards and PPE.
1.2.3.	OBTAINS TOOL, EQUIPMENT, AND MATERIAL:
1.2.3.1.	OBTAINS TOOL. Obtains tool required to accomplish repair from Tool Crib, CTK, or shadow board and receipts for tool by temporary issue receipt or chit.
1.2.3.2.	OBTAINS EQUIPMENT. Obtains necessary special equipment required to accomplish repair and receipts for equipment by temporary issue receipt or chit.
1.2.3.3.	OBTAINS MATERIAL FROM MATERIEL CONTROL. Hand-carries work order to materiel control or bench stock, requests and/or picks up material and/or part, and returns to work area.
1.2.4.	PERFORMS REPAIR:
1.2.4.1.	PERFORMS MINOR MAINTENANCE AND/OR ADJUSTMENT. Performs minor maintenance and/or adjustment requiring two direct labor hours or less and/or parts cost of 60 dollars or less if item is on bench stock or on the shelf.
1.2.4.2.	PERFORMS MAJOR MAINTENANCE: Diagnoses, inspects, troubleshoots, removes, cleans, disassembles, repairs, reassembles, rebuilds, overhauls or replaces, adjusts, modifies, and tests major system and/or subsystem.
1.2.4.2.1.	MAINTAINS ENGINE (System Code 01).
1.2.4.2.2.	MAINTAINS IGNITION (System Code 02).

1.2.4.2.3.	MAINTAINS EMISSION (System Code 03).
1.2.4.2.4.	MAINTAINS COOLANT (System Code 04).
1.2.4.2.5.	MAINTAINS FUEL (System Code 05).
1.2.4.2.6.	MAINTAINS CHARGING (System Code 06).
1.2.4.2.7.	MAINTAINS EXHAUST (System Code 07).
1.2.4.2.8.	MAINTAINS ELECTRICAL (System Code 08).
1.2.4.2.9.	MAINTAINS LIGHTING (System Code 09).
1.2.4.2.10.	MAINTAINS STARTING (System Code 10).
1.2.4.2.11.	MAINTAINS CLUTCH (System Code 11).
1.2.4.2.12.	MAINTAINS TRANSMISSION (System Code 12).
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1.2.4.2.21.	MAINTAINS WARNING DEVICE (System Code 21).
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1.2.4.2.23.	MAINTAINS HYDRAULIC (System Code 23).
1.2.4.2.24.	MAINTAINS AIR CONDITIONING (System Code 24).
1.2.4.2.25.	MAINTAINS HEATER/DEFROSTER (System Code 25).
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1.2.4.2.29.	MAINTAINS BODY (System Code 29).
1.2.4.2.30.	MAINTAINS WINCH (System Code 30).
1.2.4.2.31.	MAINTAINS TOWING DEVICE (System Code 31).
1.2.4.2.32.	MAINTAINS OUTRIGGER (System Code 32).
1.2.4.2.33.	PERFORMS TUNE-UP (System Code 33).
1.2.4.2.34.	MAINTAINS FUEL SERVICING (System Code 36).
1.2.4.2.35.	MAINTAINS FIRE FIGHTING (System Code 37).
1.2.4.2.36.	MAINTAINS DISTRIBUTION/DE-ICER (System Code 38).
1.2.4.2.37.	MAINTAINS SWEEPER (System Code 39).
1.2.4.2.38.	MAINTAINS CONSTRUCTION (System Code 40).
1.2.4.2.39.	MAINTAINS 463L/MATERIAL HANDLING EQUIPMENT (System Code 41).
1.2.4.2.40.	MAINTAINS BOOM (System Code 42).
1.2.5.	PERFORMS INSPECTION/MAINTENANCE: Performs inspection and maintenance in accordance with appropriate regulations and technical orders.
1.2.5.1.	PERFORMS PERIODIC INSPECTION (System Code 34). Performs scheduled inspection/LOF or annual inspection.
1.2.5.2.	PERFORMS SPECIAL INSPECTION (System Code 35).
1.2.5.3.	PERFORMS INCOMING INSPECTION.
1.2.6.	PERFORMS QUALITY ASSURANCE INSPECTION. Performs quality assurance inspection on vehicle maintenance output; documents deficiency noted during inspection and forwards report to maintenance control technician; and coordinates with maintenance control technician, if applicable, to reschedule vehicle and/or equipment that does not pass quality assurance inspection.
1.3.	PERFORMS REFUELING VEHICLE AND/OR EQUIPMENT MAINTENANCE AND REPAIR:

1.3.1.	RECEIVES AND INSPECTS VEHICLE AND/OR EQUIPMENT:
1.3.1.1.	REVIEWS VEHICLE AND EQUIPMENT WORK ORDER. Obtains vehicle and equipment work order from maintenance control technician; and reviews to determine what service and/or repair work is required.
1.3.1.2.	CONFIRMS DISCREPANCY. Performs visual, diagnostic, and/or road test inspection of vehicle and/or equipment; confirms discrepancy on vehicle and equipment work order; and enters additional maintenance requirements found on work order.
1.3.2.	RESEARCHES TECHNICAL PUBLICATION:
1.3.2.1.	IDENTIFIES AND OBTAINS TECHNICAL PUBLICATION. Researches TO index to determine correct TO required to perform service or repair; obtains correct TO from file; and receipts for publication by annotating appropriate sign out record. Researches commercial repair manuals.
1.3.2.2.	IDENTIFIES TOOL, EQUIPMENT, AND MATERIAL. Identifies, by use of technical publication, all tools, equipment, material and/or parts required to accomplish repair. Identifies job hazards and PPE.
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1.3.3.3.	OBTAINS MATERIAL FROM MATERIEL CONTROL. Hand-carries work order to materiel control or bench stock, requests and/or picks up material and/or part, and returns to work area.
1.3.4.	PERFORMS REPAIR:
1.3.4.1.	PERFORMS MINOR MAINTENANCE AND/OR ADJUSTMENT. Performs minor maintenance and/or adjustment requiring two direct labor hours or less and/or parts cost of sixty dollars or less if item is on bench stock or on the shelf.
1.3.4.2.	PERFORMS MAJOR MAINTENANCE: Diagnoses, inspects, troubleshoots, removes, cleans, disassembles, repairs, reassembles, rebuilds, overhauls, or replaces, adjusts, modifies, and tests major system and/or subsystem.
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1.3.4.2.25.	MAINTAINS HEATER/DEFROSTER (System Code 25).
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1.3.4.2.37.	MAINTAINS SWEEPER (System Code 39).
1.3.4.2.38.	MAINTAINS CONSTRUCTION (System Code 40).
1.3.4.2.39.	MAINTAINS 463L/MHE (System Code 41).
1.3.4.2.40.	MAINTAINS BOOM (System Code 42).
1.3.5.	PERFORMS EMERGENCY ROAD SERVICE. Performs minor repairs and/or replaces minor parts in disabled vehicle; provides wrecker service as required; and performs travel to and from disabled vehicle.
1.3.6.	RETURNS TOOL, EQUIPMENT, AND UNUSED MATERIAL AND/OR PART:
1.3.6.1.	RETURNS TOOL. When repair is completed, cleans and returns tool to Tool Crib, CTK, or shadow board.
1.3.6.2.	RETURNS EQUIPMENT. Cleans and returns special equipment and picks up temporary issue receipt or chit.
1.3.6.3.	RETURNS UNUSED MATERIAL AND/OR PART. Returns unused or creditable material and/or part and picks up temporary issue receipt or chit.
1.4.	PERFORMS AIRCREW TRANSPORT.
2.	OPERATIONS:
2.1.	PERFORMS VEHICLE OPERATIONS:

2.1.1.	MAINTAINS VEHICLE ACCOUNT. Maintains current record on all command owned base registered vehicles. Updates custodian authorization/custody receipt listing (CA/CRL) when vehicle is received, vehicle is turned in, National Stock Number (NSN) changes or Allowance Standards change; and compares to old CA/CRL. Performs review and research on allowance source codes using Air Force Equipment Management System (AFEMS).
2.1.2.	PROCESSES TRANSACTION IN STANDARD BASE SUPPLY SYSTEM (SBSS). Processes vehicle authorization/asset transaction in SBSS; maintains AF IMT 601, <i>Equipment Action Request</i> ; processes D-16 inquiries; and clears computer rejects.
2.1.3.	MANAGES DISPATCH:
2.1.3.1.	REVIEWS AND RECORDS REQUEST FOR TRANSPORTATION AND CHECKS QUALIFICATION. Reviews and records request for transportation on appropriate form; coordinates transportation request to avoid duplication; notifies vehicle operator of transportation requirement; ensures driver is physically and mentally capable to operate vehicle; and checks United States (US) Air Force Motor Vehicle Operator Identification Card for proper qualification.
2.1.3.2.	SCHEDULES OPERATION. Schedules operation to ensure maximum use of U-Drive-It Fleet using Dispatch Automated Fleet Information System (DAFIS) module of OLVIMS.
2.1.3.3.	MAINTAINS DISPATCH RECORD. Completes and maintains record of U-Drive-It vehicle dispatch.
2.1.3.4.	UPDATES ACTIVITY REPORT. Updates monthly base activity report with number of dispatches.
2.1.3.5.	ISSUES TRIP PACKET. Issues flare kit and road map in trip packet when vehicle is dispatched off base.
2.1.3.6.	CHECKS INSPECTION GUIDE. Checks operator inspection guide and trouble report.
2.1.3.7.	REPLACES OPERATORS INSPECTION GUIDE CARD. Prepares operators inspection guide card for first of month change in U-Drive-It fleet; transcribes deferred discrepancies from previous month inspection guide card to new card; and reports maintenance to Maintenance Control and Analysis (MC&A) technician.
2.1.3.8.	INVESTIGATES VEHICLE ABUSE/MISUSE. Prepares vehicle abuse/misuse report, prepares draft letter of vehicle abuse/misuse and forwards to unit Vehicle Control Officer (VCO), reviews VCO reply, takes appropriate action, and maintains vehicle abuse/misuse master file.

2.1.3.9.	MAINTAINS U-DRIVE-IT FLEET. Ensures dispatch vehicle is serviceable, cleaned, and inspected before issuance; and ensures operator maintenance is properly performed.
2.1.3.10.	ESTABLISHES AND MAINTAINS PERMISSIBLE OPERATING DISTANCE (POD) DOCUMENTATION. Includes annual review of letter and any clarification by occurrence.
2.1.3.11.	DEVELOPS TRAINING PLAN FOR U-DRIVE-IT FLEET.
2.1.3.12.	TRAINS ORGANIZATION ON SAFE OPERATION OF U-DRIVE-IT VEHICLE.
2.2.	PERFORMS FLEET MANAGEMENT:
2.2.1.	MANAGES VEHICLE CONTROL FUNCTION:
2.2.1.1.	MAINTAINS VEHICLE CONTROL OFFICER (VCO) LIST. Maintains current list of all unit VCOs.
2.2.1.2.	MAINTAINS VEHICLE LIST. Maintains current list of vehicles assigned to each unit VCO.
2.2.1.3.	PROVIDES UNIT ASSISTANCE. Provides assistance to unit VCO as required via telephone or written correspondence.
2.2.1.4.	CONDUCTS UNIT ASSISTANCE VISIT:
2.2.1.4.1.	PREPARES FOR VISIT. Prepares for visit by analyzing operation and maintenance cost per mile, fuel and oil consumption, vehicle rotation plan, trend data on accident, abuse and misuse cases; and analyzes vehicle inspection result.
2.2.1.4.2.	CONDUCTS VISIT.
2.2.1.4.3.	DOCUMENTS VISIT. Documents visit to include topics discussed and name of organizational participant; and forwards copy to unit commander.
2.2.1.4.4.	CONDUCTS FOLLOW-UP VISIT.
2.2.1.4.5.	DOCUMENTS FOLLOW-UP VISIT. Documents follow-up visit to include topics discussed and name of organizational participant; and forwards copy to unit commander.
2.2.1.5.	CONDUCTS TECHNICAL INSPECTION:
2.2.1.5.1.	PREPARES FOR INSPECTION. Prepares for inspection by obtaining required vehicle lists.

2.2.1.5.2.	CONDUCTS INSPECTION. Inspects assigned registered vehicles assigned to unit.
2.2.1.5.3.	DOCUMENTS INSPECTION. Documents inspection visit to each organization and forwards copy to unit commander.
2.2.1.5.4.	CONDUCTS FOLLOW-UP INSPECTION.
2.2.1.5.5.	DOCUMENTS FOLLOW-UP INSPECTION. Documents follow-up inspection visit and forwards copy to unit commander.
2.2.1.6.	CONDUCTS VCO TRAINING. Conducts training for individual appointed as VCO by unit.
2.2.1.7.	MAINTAINS MASTER VCO GUIDE.
2.2.1.8.	PREPARES FOR VCO MEETING:
2.2.1.8.1.	PLANS FOR MEETING. Collects information for meeting as prescribed by directive.
2.2.1.8.2.	CONDUCTS MEETING. Conducts/prepares and distributes minutes to meeting.
2.2.2.	PERFORMS FLEET ANALYSIS:
2.2.2.1.	PERFORMS GENERAL FLEET ANALYSIS. Analyzes, by vehicle type, trend data in vehicle utilization, operations and maintenance costs, fuel use, and Vehicle Out of Commission (VOC) rate; and identifies causative factor.
2.2.2.2.	PERFORMS AUTHORIZATION ANALYSIS. Analyzes vehicle authorization request for permanent class B and U-Drive-It vehicles and conducts annual review.
2.2.2.3.	PERFORMS VEHICLE UTILIZATION ANALYSIS. Performs semiannual evaluation of vehicle sizing alternatives using OLVIMS Fleet Management Module to provide fleet management individual vehicle utilization and rotates vehicle as required.
2.2.2.4.	PERFORMS PRIORITY-BUY ANALYSIS. Analyzes priority-buy alternatives, develops package for submission, and submits package.
2.2.2.5.	CONDUCTS SPECIAL STUDY. Collects, extracts, analyzes, compiles and reviews vehicle operations and maintenance data for comparative study, report, and summary.
2.2.3.	PERFORMS QUALITY ASSURANCE EVALUATION:

2.2.3.1.	PERFORMS QUALITY ASSURANCE (QA). Performs quality assurance for vehicle operations contract service and monitors contractor performance.
2.2.3.2.	PERFORMS ECONOMIC ANALYSIS (EA). Performs EA of contract versus in-house service required.
2.2.4.	DEVELOPS RESOURCE REQUIREMENT AND JUSTIFICATION:
2.2.4.1.	DETERMINES WORKDAY REQUIREMENT. Determines special training, proficiency training, and annual training workday required to support training plan.
2.2.4.2.	DETERMINES FUEL BUDGET REQUIREMENT. Determines current fuel budget by projection using previous year usage and additional requirements forecast.
2.2.4.3.	PREPARES UNFUNDED REQUIREMENT. Identifies and prepares unfunded requirement for input into Reports Control Symbol (RCS): ANG-LGS 7402 Supplies and Equipment Edit report.
2.2.4.4.	ESTIMATES VEHICLE RENTAL COST. Estimates and submits budget for vehicle rental requirement.
2.2.4.5.	PREPARES SPECIAL OPERATING EQUIPMENT BUDGET.
2.2.5.	INITIATES VEHICLE RENTAL REQUEST:
2.2.5.1.	PREPARES AF IMT 9, <i>REQUEST FOR PURCHASE</i> ,/GOVERNMENT PURCHASE CARD. Prepares AF IMT 9/Government Purchase Card for both short and/or long-term rental of vehicle.
2.2.5.2.	MAINTAINS REQUEST FOR PURCHASE LOG. Maintains request for purchase log in numerical sequence and reason for initiation.
2.2.5.3.	OBTAINS APPROVAL. Obtains approval from resource manager and Accounting and Finance Office (AFO); submits request for additional funds if necessary; and ensures AFO loads additional funds into Project Funds Management Record (PFMR).
2.2.5.4.	FOLLOWS-UP ON VEHICLE RENTAL REQUEST. Follows-up with contracting to ensure procurement of both long and/or short-term rental vehicle.
2.2.5.5.	MAINTAINS AND SUPPORTS GENERAL SERVICE ADMINISTRATION (GSA) VEHICLE:
2.2.5.5.1.	RECEIVES AND DELIVERS VEHICLE TO/FROM FLEET MANAGEMENT CENTER.

2.2.5.5.2.	TAKES VEHICLE FOR MAINTENANCE AND SERVICING.
2.2.5.5.3.	PERFORMS MONTHLY MILEAGE UPDATE.
2.2.5.5.4.	CERTIFIES BILLING STATEMENT.
2.2.5.5.5.	ATTENDS GENERAL SERVICE ADMINISTRATION (GSA) TRAINING.
2.2.5.5.6.	WASHES VEHICLE.
2.2.6.	CONTROLS US GOVERNMENT FLEET CREDIT CARD (VOYAGER):
2.2.6.1.	ESTABLISHES US GOVERNMENT FLEET CREDIT CARD ACCOUNT. Establishes account with authorized vendor and acquires fleet credit card.
2.2.6.2.	PROVIDES US GOVERNMENT FLEET CREDIT CARD GUIDANCE. Prepares and provides guidance to user of fleet credit card.
2.2.6.3.	REQUESTS US GOVERNMENT FLEET CREDIT CARD FUNDS. Requests funding through Financial Management (FM) on appropriate form.
2.2.6.4.	MAINTAINS U.S. GOVERNMENT FLEET CREDIT CARD REGISTER. Maintains credit card register on issuance of credit card. Inputs/Prepares or Base Fuel Office input to supply system and sends copy to MC&A.
2.2.6.5.	REVIEWS US GOVERNMENT FLEET CREDIT CARD FUEL RECEIPT. Reviews copy of charge slip for accuracy and correctness.
2.2.6.6.	INVESTIGATES US GOVERNMENT FLEET CREDIT CARD PURCHASE. Takes necessary action to investigate questionable purchase.
2.2.6.7.	CONDUCTS US GOVERNMENT FLEET CREDIT CARD INVENTORY. Conducts review of control document and credit card register semiannually and conducts physical inventory of fleet cards.
2.2.6.8.	PREPARES AND SUBMITS PURCHASE ESTIMATE. Prepares and submits quarterly estimate of credit card purchases to FM.
2.2.6.9.	DISPOSES OF US GOVERNMENT FLEET CREDIT CARDS. Destroys credit cards no longer required, authorized, or serviceable.
2.2.7.	PROCESSES FUEL INVOICE. Processes receipt and records transaction mated Fleet Information System (AFIS) fuel log; gives copy to fuels; and forwards copy for payment.
2.2.7.1.	REVIEWS VENDOR STATEMENT. Reviews and matches vendor copy to vendor statement for accuracy.

2.2.7.2.	VALIDATES VENDOR STATEMENT. Stamps vendor statement.
2.2.7.3.	MAINTAINS VENDOR FILE. Maintains suspense file for sign-out ledger and files copy of vendor invoice.
2.2.7.4.	NOTIFIES VENDOR. Notifies vendor in writing when invoice is not received within 90 days from delivery ticket date.
2.2.7.5.	NOTIFIES FINANCIAL MANAGEMENT. Notifies FM in writing when invoice is not received from contractor after 120 days from delivery ticket date.
2.2.7.6.	RESOLVES DISCREPANCY. Resolves contractor invoice discrepancy and documents in writing.
2.2.8.	MANAGES TOLL TICKET:
2.2.8.1.	ACQUIRES TOLL TICKET. Prepares AF IMT 9 to purchase toll ticket.
2.2.8.2.	ISSUES TOLL TICKET. Safeguards and issues toll ticket to authorized individual; records in control log; communicates with toll authority; and inventories unused toll ticket and receipts of used toll tickets upon return.
2.2.8.3.	INVESTIGATES UNAUTHORIZED USE OF TOLL TICKET. Investigates incident of suspected unauthorized use of toll ticket and takes necessary action to resolve problem.
2.2.8.4.	PROVIDES OPERATOR WITH INSTRUCTION. Provides operator with written instructions on security and use of toll ticket.
2.2.8.5.	CONDUCTS INVENTORY. Conducts physical inventory of toll tickets.
2.3.	MANAGES DRIVER EVALUATION PROGRAM:
2.3.1.	SCHEDULES ORIENTATION TRAINING:
2.3.1.1.	SCHEDULES ORIENTATION CLASS. Coordinates with training office for classroom; coordinates with organization by phone, in person, or by processing AF IMT 171, <i>Request for Driver's Training and Addition to US Government Drivers License</i> ; prepares input for squadron information bulletin; schedules date and time for training; and sets up video training equipment.
2.3.1.2.	OBTAINS PERSONNEL INFORMATION. Obtains personnel data using AF IMT 171 or locally developed form for input into Automated License Program.
2.3.2.	PREPARES INITIAL LICENSE FORM. Prepares initial license form and prints license.

2.3.3.	PREPARES REPLACEMENT LICENSE FORM. Prepares replacement license form for a card lost, stolen, expired, or personnel transfer.
2.3.4.	UPDATES DRIVERS RECORD. Inputs change of rank, organization, or new qualification in driver record on Automated License Program.
2.3.5.	PROCESSES INDIVIDUAL PERMANENT CHANGE OF STATION (PCS) FILE. Processes file for individual going PCS. Prints document and listing for individual PCS package.
2.3.6.	PREPARES LISTING. Prepares listing of organizational qualifications and drivers qualified to operate a specific vehicle.
2.3.7.	MAINTAINS COMPUTER PROGRAM: Maintains driver evaluation computer program by adding or deleting management codes and sorting data file.
2.3.7.1.	INPUTS PROGRAM CHANGE.
2.3.7.2.	PERFORMS PROGRAM DEBUGGING.
2.3.7.3.	PREPARES BACKUP DISK.
2.3.8.	SCHEDULES AND PROVIDES FORKLIFT OPERATOR TRAINING. Provides Occupational Safety and Health (OSHA) forklift training to certify forklift operators.
2.4.	PERFORMS VEHICLE ACCIDENT INVESTIGATION:
2.4.1.	ASSISTS IN COMPLETION OF REQUIRED ACCIDENT FORM:
2.4.1.1.	ASSISTS OPERATOR. Assists vehicle operator in completion of Standard Form (SF) 91, <i>Motor Vehicle Accident Report</i> , and DD Form 518, <i>Accident Identification Card</i> .
2.4.1.2.	ASSISTS LOCAL AUTHORITY. Assists security police, ground safety, and/or local authority in on-scene accident investigation.
2.4.2.	REVIEWS ACCIDENT REPORT:
2.4.2.1.	REVIEWS VEHICLE AND EQUIPMENT ACCIDENT WORK ORDER. Reviews AF IMT 1823, <i>Vehicle and Equipment Work Order</i> , to ensure identification of accident repair cost.
2.4.2.2.	REVIEWS UNIFORM POLICE TRAFFIC COLLISION REPORT. Reviews uniform police traffic collision report for information and accuracy.

2.4.2.3.	NOTIFIES ORGANIZATION COMMANDER. Notifies using organization commander to investigate accident and determine cause and possible prevention.
2.4.2.4.	REVIEWS ACCIDENT OR COMPLAINT REPORT. Reviews accident or complaint report to determine if there is vehicle abuse or misuse involved and takes proper follow-up action.
2.4.3.	PREPARES AF IMT 20, <i>REPAIR COST AND REPARABLE VALUE STATEMENT</i> . Contacts base photographer to photograph damage; contacts Staff Judge Advocate to ensure legal sufficiency; prepares AF IMT 20; and releases vehicle for repair to MC&A.
2.4.4.	SUBMITS REPORT. Submits accident report to commander for determination of cause and placement of liability.
2.4.5.	MAINTAINS FILE:
2.4.5.1.	FILES ACCIDENT REPORT. Reviews and files completed accident, abuse, and misuse report; forwards file as required, for further action.
2.4.5.2.	MAINTAINS SUSPENSE FILE. Maintains suspense file on accident investigation in progress.
2.5.	PERFORMS PASSENGER/CARGO SERVICE:
2.5.1.	PERFORMS TRANSPORTATION SERVICE. Reviews and records request for transportation; ensures request is recorded on dispatch log; operates passenger and cargo-carrying vehicle to accomplish authorized transportation of personnel and cargo; proceeds to destination and returns; returns vehicle to parking area; and records trip.
3.	MATERIEL CONTROL:
3.1.	REQUISITIONS PART:
3.1.1.	RESEARCHES SOURCE OF SUPPLY INFORMATION. Researches source of supply information to determine NSN or part number, proper nomenclature, quantity required, TO, figure and index, Urgency of Need Designator (UND), Force Activity Designator (FAD), management code, make and model of vehicle, and source code when available or calls local vendors to request availability of parts.
3.1.2.	ORDERS PART:
3.1.2.1.	ORDERS PART USING GOVERNMENT PURCHASE CARD. Orders part costing less than \$2,500.00 using Government Purchase Card for non-stocked or out of stock part when VDP time or work stoppage condition would occur and obtains approval from vehicle maintenance superintendent and performs travel.

3.1.2.2.	ORDERS PART THROUGH BASE SUPPLY. Orders part through base supply if applicable and documents action via issue or turn-in request or supply control log.
3.1.2.3.	RESOLVES SUPPLY DIFFICULTY. Provides follow-up assistance on supply difficulty action and coordinates action with base supply, AFMC, local vendor, and/or item manager.
3.1.2.4.	PREPARES DD FORM 1348-6, <i>DOD SINGLE LINE ITEM REQUISITION SYSTEM DOCUMENT</i> . Issues and processes non-NSN requisition form for local purchase and forwards form to procurement.
3.1.2.5.	PROCESSES LOCAL MANUFACTURE REQUEST. Processes local manufacture request and/or AF IMT 9, if item is not stock listed and excessive VDP time would be required, and item is available through a commercial source.
3.1.3.	RECEIVES PART FROM SUPPLY:
3.1.3.1.	RECEIPTS FOR PART. Signs receipt for part; verifies part against suspense file to ensure correct part; annotates suspense control card; stores part for deferred maintenance as required; and notifies MC&A.
3.1.3.2.	VERIFIES PART TRANSACTION. Checks daily document register (DO4) for issue transaction or part status and verifies validity of work order number, accuracy of unit of issue, and cost.
3.1.4.	ISSUES PART. Issues part for scheduled and unscheduled maintenance.
3.2.	PROCESSES TURN-IN. Processes accountable item turn-in of maintenance excess, serviceable, repairable, or condemned item.
3.3.	MAINTAINS STOCK LISTING:
3.3.1.	MAINTAINS PARTS STOCK LISTING. Maintains stock list by using SBSS.
3.3.2.	MAINTAINS DUE IN FROM MAINTENANCE LISTING (DIFM) (R26). Reviews DIFM listing (R26); coordinates with supply DIFM monitor on status; and prepares items for turn-in.
3.4.	REVIEWS MISSION CAPABILITY (MICAP) AND VDP SUPPLY LISTING PRIORITY MONITOR REPORT (D18):
3.4.1.	REVIEWS D18. Reviews D18; notifies base supply if MICAP or VDP part does not appear on supply listing or does not have a due-in date one day after need has been levied; and determines cause and corrects it.
3.4.2.	POSTS PART STATUS. Posts part status-to-status board and/or Delayed Parts List and updates status as changes occur.

3.4.3.	COORDINATES WITH VEHICLE MAINTENANCE SUPERINTENDENT. Coordinates with superintendent on MICAP and VDP condition.
3.4.4.	PROVIDES FOLLOW-UP ACTION. Provides follow-up action on supply difficulty action and coordinates action with base supply as necessary.
3.5.	MONITORS PART. Checks for part on hand or on order against vehicle to be redistributed or transferred; cancels due out; and turns in part on hand (if credit is given) or moves to work order residue.
3.6.	MONITORS GOVERNMENT PURCHASE CARD ACTION:
3.6.1.	REVIEWS GOVERNMENT PURCHASE CARD PROCEDURES. Reviews procedures to become familiar with obligation of both the government and vendor.
3.6.2.	MONITORS GOVERNMENT PURCHASE CARD OPERATION. Monitors Government Purchase Card operation for compliance with provisions of local operating instruction.
3.6.3.	NOTIFIES VMS. Notifies VMS of Government Purchase Card related problems as they develop.
3.6.4.	MAINTAINS AUTHORIZED PERSONNEL LIST. Maintains a list of personnel authorized to request and approve Government Purchase Card purchases.
3.6.5.	MAINTAINS GOVERNMENT PURCHASE CARD FUND STATUS. Maintains a log of all Government Purchase Card purchases using AF IMT 4009, <i>Government Purchase Card Fund Cite Authorization</i> .
3.6.6.	RECONCILES GOVERNMENT PURCHASE CARD ACCOUNT. Reconciles credit card account with bank statement each month.
3.6.7.	REVIEWS GOVERNMENT PURCHASE CARD PURCHASE. Reviews credit card purchase with base supply for possible supply stockage.
3.6.8.	OBTAINS PART FROM VENDOR. Obtains part from vendor, verifies part is correct, exchanges core if required, signs sales slip, and performs travel (as required).
3.6.9.	PROCESSES SALES SLIP. Screens sales slip to ensure applicable items have been entered; verifies discounts have been figured accurately; ensures sales slip has vehicle R/N, vehicle and equipment work order number, parts cost, parts number, quantity, and noun for input into OLVIMS.
3.6.10.	RECEIVES GOVERNMENT PURCHASE CARD TRAINING. Receives training and performs travel.

3.7.	MAINTAINS BENCH STOCK:
3.7.1.	PERFORMS BENCH STOCK REVIEW. Requests adding, changing, or deleting items on master list of authorized bench stock and coordinates with superintendent and Supply Bench Stock Support Unit.
3.7.2.	MONITORS SPECIAL LEVEL REQUEST. Initiates documentation requesting special level; maintains suspense file and initiates follow-up action when required; maintains file copy of approved request; and reevaluates rejected request.
3.8.	MAINTAINS SHOP STOCK. Performs shop stock review, coordinates with superintendent, orders shop stock, bins shop stock, monitors shop stock level, and maintains inventory listing.
3.9.	OBTAINS GENERAL FLEET SUPPLIES. Requests and receipts for general fleet supplies.
3.10.	MONITORS WORK ORDER RESIDUE. Prepares documentation and sends to Defense Reutilization and Marketing Office (DRMO) or base supply if not used in twelve months.
3.11.	COMPLIES WITH TCTO REQUIREMENT:
3.11.1.	PROCESSES TCTO KIT REQUISITION. Processes TCTO kit requisition and furnishes maintenance control technician with copy of TCTO request when kit is ordered.
3.11.2.	COORDINATES WITH BASE SUPPLY. Coordinates TCTO kit availability and disposition with base supply.
3.11.3.	RECEIPTS FOR TCTO KIT. Receipts for TCTO kit from base supply, notifies MC&A, and issues to vehicle maintenance.
3.11.4.	MAINTAINS STATUS BOARD. Maintains status board of outstanding TCTOs.
3.12.	MAINTAINS TOOL CRIB:
3.12.1.	PERFORMS DAILY INVENTORY. Performs daily tool check to ensure proper accountability.
3.12.2.	ISSUES TOOL. Issues tool on temporary issue receipt or by chit; creates temporary issue suspense; receives tool and inspects for serviceable condition; removes temporary issue receipt from suspense file or chit from rack and returns to individual; returns tool to assigned location in tool crib; and maintains temporary issue suspense file to ensure tool is returned.

3.12.3.	REVIEWS/VALIDATES EQUIPMENT CA/CRL. Provides information to supply or host as added.
3.13.	IDENTIFIES AND MONITORS HAZARDOUS MATERIALS PHARMACY (HAZMART) CONTROLLED MATERIAL: Obtains hazardous material through HAZMART; completes AF IMT 3952, <i>Chemical Hazardous Material Request/Authorization</i> ; maintains listings, forms, and inventory material; and performs travel.
3.13.1.	COORDINATES WITH SUPERINTENDENT. Coordinates with superintendent on items to be added or dropped from HAZMART listing.
3.13.2.	CONDUCTS INVESTIGATION. Investigates the possible hazards to shop personnel on all items considered before adding to HAZMART.
3.13.3.	COMPLETES DOCUMENTATION. Completes necessary documentation for approval to the base environmental and safety offices.
3.13.4.	CONDUCTS FOLLOW-UP ACTION. Conducts follow-up action if requested item is not approved or is delayed.
3.13.5.	OBTAINS PRODUCT FROM HAZMART. Picks up material at HAZMART.
3.13.6.	STORES PRODUCT IN APPROVED CONTAINER.
3.13.7.	PERFORMS DAILY INVENTORY. Performs daily check to ensure proper accountability.
3.13.8.	RETURNS UNUSED PORTIONS TO HAZMART. Returns empty and partially used containers to the HAZMART for accountability.
3.13.9.	PERFORMS REVIEW OF MONTHLY HAZARDOUS MATERIALS PHARMACY LISTING. Reviews listing for items not returned within thirty days of issue.
3.13.10.	PERFORMS REVIEW OF END OF YEAR HAZMART LISTING. Reviews listing for all items added or dropped from the HAZMART.
3.13.11.	ACQUIRES PPE. Requests PPE and ensures related training is accomplished.
3.13.12.	OBTAINS MATERIAL SAFETY DATA SHEET (MSDS). Obtains MSDS for hazardous products to be utilized in work area.
3.13.13.	MAINTAINS MSDS FILE. Maintains MSDS and product licensing suspense. Ensures file is accessible to all employees.

3.13.14.	CONDUCTS INSPECTION. Conducts inspection of PPE and related hazardous product documentation.
3.13.15.	TAKES PPE FOLLOW-UP ACTION. Follows up on required PPE documentation.
3.14.	MANAGES ENVIRONMENTAL CERTIFICATION. Ensures vehicle maintenance personnel maintain current refrigerant recovery and recycling certification, state air emission fleet inspector certification, state fleet emissions manager certification, and environmental/hazardous waste managers certification by scheduling training as required.
3.15.	SELECTS TIRES FOR RECAP PROGRAM. Inspects used/worn tires for recap suitability; selects proper tread pattern for vehicle type and usage; selects vendor; submits tire carcasses to vendor for recapping; inspects recapped tires; reconciles charges, prepares tires for turn-in; updates OLVIMS; and documents recap costs for end of year report.
3.16.	ATTENDS HAZARDOUS WASTE COLLECTION, OSHA, ENVIRONMENTAL, AND FEDERAL HAZARD COMMUNICATION TRAINING.
4.	MAINTENANCE CONTROL AND ANALYSIS:
4.1.	MAINTAINS VEHICLE ACCOUNT. Maintains current record on all command owned base registered vehicles. Updates custodian authorization/custody receipt listing (CA/CRL) when vehicle is received, vehicle is turned in, National Stock Number (NSN) changes or Allowance Standards change; and compares to old CA/CRL. Performs review and research on allowance source codes using Air Force Equipment Management System (AFEMS).
4.2.	PROCESSES TRANSACTION IN STANDARD BASE SUPPLY SYSTEM (SBSS): Processes vehicle authorization/asset transaction in SBSS; maintains AF IMT 601, <i>Equipment Action Request</i> ; processes D-16 inquiries; and clears computer rejects.
4.2.1.	PERFORMS GENERAL FLEET ANALYSIS. Analyzes, by vehicle type, trend data in vehicle utilization, operations and maintenance costs, fuel use, and Vehicle Out of Commission (VOC) rate; and identifies causative factor.
4.2.2.	PERFORMS AUTHORIZATION ANALYSIS. Analyzes vehicle authorization request for permanent class B and U-Drive-It vehicles and conducts annual review.
4.2.3.	PERFORMS VEHICLE UTILIZATION ANALYSIS. Performs semiannual evaluation of vehicle sizing alternatives using OLVIMS Fleet Management Module to provide fleet management individual vehicle utilization and rotates vehicle as required.

4.2.4.	PERFORMS PRIORITY-BUY ANALYSIS. Analyzes priority-buy alternatives, develops and submits package as approved.
4.2.5.	CONDUCTS SPECIAL STUDY. Collects, extracts, analyzes, compiles and reviews vehicle operations and maintenance data for comparative study, report, and summary.
4.2.6.	DETERMINES FUEL BUDGET REQUIREMENT. Determines current fuel budget by projection using previous year usage and additional requirements forecast.
5.	PROCESSES LOCAL MANUFACTURE REQUEST: Processes local manufacture request and/or AF IMT 9, if item is not stock listed and excessive VDP time would be required, and item is available through a commercial source.
5.1.	VERIFIES PART TRANSACTION. Checks daily document register (DO4) for issue transaction or part status and verifies validity of work order number, accuracy of unit of issue, and cost.
5.2.	MAINTAINS PARTS STOCK LISTING. Maintains stock list by using SBSS.
5.3.	MAINTAINS DUE IN FROM MAINTENANCE LISTING (DIFM) (R26). Reviews DIFM listing (R26); coordinates with supply DIFM monitor on status; and prepares items for turn-in.
5.3.1.	REVIEWS MISSION CAPABILITY (MICAP) AND VDP SUPPLY LISTING PRIORITY MONITOR REPORT (D18):
5.3.2.	REVIEWS D18. Reviews D18; notifies base supply if MICAP or VDP part does not appear on supply listing or does not have a due-in date one day after need has been levied; and determines cause and corrects it.
5.3.3.	COORDINATES WITH VEHICLE MAINTENANCE SUPERINTENDENT. Coordinates with superintendent on MICAP and VDP condition.
5.3.4.	PROVIDES FOLLOW-UP ACTION. Provides follow-up action on supply difficulty action and coordinates action with base supply as necessary.
5.4.	MONITORS PART. Checks for part on hand or on order against vehicle to be redistributed or transferred; cancels due out; and turns in part on hand (if credit is given) or moves to work order residue.
6.	ENSURES VEHICLE FUEL KEYS ARE CODED. Ensures vehicle identification link (VIL) fuel keys are correctly coded.
7.	WORKLOAD CONTROL:

7.1.	PERFORMS WORKLOAD CONTROL:
7.1.1.	CONTROLS SCHEDULED MAINTENANCE:
7.1.1.1.	REVIEWS SCHEDULED MAINTENANCE REPORT. Reviews Scheduled Maintenance Report to determine if inspection is due or required.
7.1.1.2.	REVIEWS VEHICLE HISTORICAL RECORD. Reviews Vehicle Historical Record for repetitive maintenance or component failure that may be covered by warranty.
7.1.1.2.1.	REVIEWS AND ANALYZES REPETITIVE MAINTENANCE PROBLEM.
7.1.1.2.2.	NOTIFIES VEHICLE MAINTENANCE SUPERINTENDENT.
7.1.1.3.	CHECKS VEHICLE STATIC MAINTENANCE DATA. Checks Vehicle Static Maintenance Data to ensure vehicle is required maintenance.
7.1.1.4.	CHECKS VEHICLE MASTER LIST. Checks Vehicle Master List/Quick Reference List to ensure that repair limit will not be exceeded. Notifies Vehicle Maintenance Officer or superintendent for approval if limit is going to be exceeded.
7.1.1.5.	COORDINATES WITH USING ORGANIZATION:
7.1.1.5.1.	REQUESTS VEHICLE DELIVERY. Requests using organization deliver vehicle.
7.1.1.5.2.	RECEIVES VEHICLE. Receives vehicle from using organization; debriefs operator to determine if additional work is required; and reviews inspection card and waiver card for required maintenance.
7.1.1.5.3.	NOTIFIES USING ORGANIZATION. Notifies using organization when repairs are complete.
7.1.1.6.	RESPONDS TO VEHICLE STATUS INQUIRY.
7.1.1.7.	OPENS VEHICLE AND EQUIPMENT WORK ORDER. Assigns work order number and maintenance priority; indicates maintenance required; and assigns work order to vehicle maintenance.
7.1.1.8.	CLOSES WORK ORDER. Checks vehicle and equipment work order for accuracy; closes work order; updates Vehicle Historical Record; and updates inspection card.
7.1.2.	CONTROLS UNSCHEDULED MAINTENANCE:
7.1.2.1.	COORDINATES WITH USING ORGANIZATION:

7.1.2.1.1.	REQUESTS VEHICLE DELIVERY. Requests using organization deliver vehicle.
7.1.2.1.2.	RECEIVES VEHICLE. Receives vehicle from using organization; debriefs operator to determine if additional work is required; and reviews inspection card and waiver card for required maintenance.
7.1.2.1.3.	NOTIFIES USING ORGANIZATION. Notifies using organization when repairs are complete.
7.1.2.2.	RESPONDS TO VEHICLE STATUS INQUIRY.
7.1.2.3.	REVIEWS SCHEDULED MAINTENANCE REPORT. Reviews scheduled Maintenance Report to determine if inspection is due or required.
7.1.2.4.	REVIEWS VEHICLE HISTORICAL RECORD: Reviews Vehicle Historical Record for repetitive maintenance or component failure that may be covered by warranty.
7.1.2.4.1.	REVIEWS AND ANALYZES REPETITIVE MAINTENANCE PROBLEM.
7.1.2.4.2.	NOTIFIES VEHICLE MAINTENANCE SUPERINTENDENT.
7.1.2.5.	CHECKS VEHICLE MASTER LIST. Checks Vehicle Master List to ensure repair limit will not be exceeded and notifies maintenance superintendent for approval if limit is going to be exceeded.
7.1.2.6.	OPENS VEHICLE AND EQUIPMENT WORK ORDER. Assigns work order number and maintenance priority; indicates maintenance required; assigns work order to vehicle maintenance; and determines type of work order.
7.1.2.7.	CLOSES WORK ORDER. Checks vehicle and equipment work order for accuracy; closes work order; updates Vehicle Historical Record; and updates inspection card.
7.1.3.	UPDATES MAINTENANCE CONTROL STATUS BOARD. Updates maintenance control status board in OLVIMS.
7.1.4.	MONITORS AWAITING MAINTENANCE. Monitors awaiting maintenance suspense file; schedules vehicle and/or equipment; and posts status in OLVIMS.
7.1.5.	MONITORS DEFERRED MAINTENANCE. Monitors deferred maintenance work order and coordinate with materiel control technician for status and follow up action.

7.1.6.	MONITORS QUALITY DEFICIENCY REPORT (QDR)/MATERIAL DEFICIENCY REPORT (MDR) PROGRAM. Monitors QDR/MDR programs; maintains ledger for assigning activity report numbers; assists in preparation of report; and performs follow up action.
7.1.7.	MONITORS VDP ACTION:
7.1.7.1.	COORDINATES WITH MAINTENANCE SUPERINTENDENT. Coordinates with maintenance superintendent and places vehicle and/or equipment on VDP status.
7.1.7.2.	PLACES WORK ORDER ON STATUS BOARD. Places work order and historical record on VDP section of status board.
7.1.7.3.	COORDINATES WITH MATERIEL CONTROL. Coordinates with materiel control technician to ensure parts are on order.
7.1.7.4.	SCHEDULES VEHICLE. Schedules vehicle and/or equipment for required maintenance when parts are received.
7.1.8.	DEVELOPS SCHEDULED MAINTENANCE PLAN. Develops and maintains Scheduled Maintenance Plan for total vehicle fleet. Considers seasonal equipment, deployment, and labor-hour availability when adjusting workload.
7.1.9.	CONTROLS WAIVER ACTION.
7.1.9.1.	PROCESSES REPAIR WAIVER. Processes request for waiver of non-essential repairs.
7.1.10.2.	DOCUMENTS RESULT. Ensures a waiver card is accurately documented and installed in operator inspection guide packet.
7.1.10.3.	MAINTAINS MASTER WAIVER FILE. Maintains complete file listing all vehicles with waiver repairs by registration number.
7.1.11.	MONITORS VEHICLE AND/OR EQUIPMENT IN REPLACEMENT CODES "A" THROUGH "J". Reviews list of vehicle and/or equipment in replacement Codes "A" through "J"; determines which are not programmed for replacement during the year; and selects best of these for mechanical upgrade.
7.1.12.	PERFORMS YARD CHECK. Physically inspects and annotates registration number of all vehicles in vehicle maintenance parking areas; and ensures all vehicles have been accepted for maintenance.
7.1.13.	RECEIVES VEHICLE:
7.1.13.1.	OPENS WORK ORDER. Reviews vehicle and opens work order.

7.1.13.2.	CLOSES WORK ORDER. Closes work order upon completion of acceptance inspection.
7.1.13.3.	COLLECTS STATIC DATA/INITIATES HISTORICAL FILE. Collects static data for AZ, BZ, and CZ transaction and initiates documentation necessary for vehicle historical record and Vehicle Integrated Management System (VIMS) input.
7.1.13.4.	INITIATES HISTORICAL FILE. Initiates historical file folder when vehicle and/or equipment is received.
7.1.13.5.	PERFORMS TRAVEL TO PICK UP VEHICLE.
7.1.14.	MAINTAINS FILE. Adds and removes forms from record file; annotates file as required; and maintains work order suspense file of completed work orders by vehicle registration number and date sequence.
7.1.15.	PROCESSES DATA FOR VEHICLE LOAN. Transfers accountability and billing data from owning organization to temporary duty (TDY) organization requiring vehicle support.
7.1.16.	PREPARES DEFENSE PROPERTY DISPOSAL RECORD. Prepares record when vehicle and/or equipment are scheduled for transfer or turn-in to Defense Property Disposal Office.
7.1.16.1.	INITIATES LTI. Initiates LTI and checks for accuracy of documented repair requirements, and vehicle condition.
7.1.16.2.	REQUESTS APPROVAL. Requests approval through VMS for non-critical vehicles and ANG/LGTV for critical vehicles.
7.1.16.3.	PREPARES DEFENSE PROPERTY DISPOSAL RECORD. Prepares record when vehicle and/or equipment are scheduled for transfer or turn-in to DRMO. Maintains AF IMT 126, <i>Custodian Request Log</i> , when transferred or turned in.
7.1.16.4.	MAINTAINS DRMO DOCUMENTATION. Maintains master file on vehicle dispositions.
7.2.	PERFORMS DATA ANALYSIS:
7.2.1.	MONITORS AND MAINTAINS COMPUTER GENERATED LISTING:
7.2.1.1.	OBTAINS COMPUTER LISTING. Obtains machine listing from OLVIMS.
7.2.1.2.	SEPARATES COMPUTER LISTING. Separates multiple listing as necessary and ensures correct distribution is made.
7.2.1.3.	REVIEWS COMPUTER LISTING. Reviews listing for error.

7.2.1.4.	CORRECTS COMPUTER LISTING. Initiates corrective action to correct error found in listing.
7.2.1.5.	PERFORMS PRODUCTION/DEFICIENCY ANALYSIS: Analyzes summary as necessary for purpose of bringing out-of-range or undesirable performance to an acceptable level; identifies and documents problem area; and briefs superintendent on findings of analysis.
7.2.1.5.1.	ANALYZES VEHICLE-IN-COMMISSION (VIC) DATA.
7.2.1.5.2.	ANALYZES VEHICLE DEADLINED FOR MAINTENANCE (VDM) DATA.
7.2.1.5.3.	ANALYZES VDP DATA.
7.2.1.5.4.	ANALYZES OPERATIONS AND MAINTENANCE COST. Analyzes cost per mile, per vehicle, using fuel, labor, and parts inputs.
7.2.1.5.5.	ANALYZES VEHICLE UTILIZATION. Analyzes vehicle utilization by vehicle type, management code, organization code, and fleet totals.
7.2.1.5.6.	ANALYZES LABOR HOURS. Analyzes direct, indirect productive and indirect non-productive labor hours.
7.2.1.5.7.	PREPARES REPORT.
7.2.1.5.8.	BRIEFS REPORT.
7.2.1.6.	FILES COMPUTER LISTING. Files listing for future analysis.
7.2.1.7.	DESTROYS COMPUTER LISTING. Destroys listing as prescribed by directive.
7.2.2.	CONDUCTS SPECIAL STUDY. Collects, extracts, analyzes, compiles, and reviews vehicle operations and maintenance data for comparative study, report, and summary.
7.3.	PERFORMS DATA SUPPORT:
7.3.1.	PERFORMS AFIS/SBSS/OLVIMS/REGISTERED EQUIPMENT MANAGEMENT SYSTEM (REMS) INTERFACE. Compares AFIS / SBSS / OLVIMS / REMS data to identify discrepancies and takes follow-up action as required.
7.3.2.	PERFORMS VEHICLE MANAGEMENT UPDATE FILE (1301.FTM)/ OLVIMS INTERFACE. Compares and reviews 1301 data from downloaded file and takes follow up action.
7.3.3.	INPUTS DATA: Captures and inputs all maintenance data into OLVIMS.

7.3.3.1.	REVIEWS DATA. Reviews raw data on work order to ensure accuracy prior to initiating machine listing.
7.3.3.2.	CORRECTS DATA. Corrects logic error in raw data.
7.3.3.3.	PROCESSES DATA. Processes maintenance data into computer.
7.3.3.4.	PROCESSES FUEL TRANSACTION (PURPLE HUB/MANUAL TRANSACTION).
7.3.4.	MAINTAINS DISK:
7.3.4.1.	MAINTAINS DISK FILE. Maintains file of working and master diskettes; formats disk; registers software; and monitors warranty.
7.3.4.2.	MANAGES DATA BACKUP PROGRAM. Ensures data backup procedures have been developed; maintains backup diskette and tape file; and ensures backup of data is performed.
7.4.	TRANSFERS DATA: Transfers consolidated data via file to MAJCOM.
7.4.1.	RECEIVES DATA REQUEST. Receives data request for other units and DOD agencies.
7.4.2.	PROVIDES DATA:
7.4.2.1.	PROVIDES MAINTENANCE DATA AND REPAIR COST TO OTHER UNITS AND DOD AGENCIES AS REQUIRED BY LOAN AGREEMENTS AND BASE SUPPORT PLANS.
7.4.2.2.	PROVIDES QUARTERLY COMMAND/AIR FORCE VEHICLE INTEGRATED MANAGEMENT SYSTEM (CAFVIMS) DATA REPORTS TO ANG/LGT. Reviews, validates, and corrects monthly OLVIMS reports before submitting quarterly report.
7.5.	MAINTAINS TECHNICAL LIBRARY:
7.5.1.	ESTABLISHES REQUIREMENT. Establishes requirement for technical publication.
7.5.2.	ORDERS TECHNICAL PUBLICATION. Orders required technical publication, revision, change, or supplement by submitting TCTO or TO publication requirement table.
7.5.3.	MAINTAINS PUBLICATION INDEX. Maintains publication index and TO file card.

7.5.4.	MAINTAINS TECHNICAL PUBLICATION. Maintains technical publication, revision, change, or supplement as received.
7.5.5.	PURGES TECHNICAL ORDER PUBLICATION. Purges technical order publication when vehicle/equipment TO is no longer required.
7.5.6.	PERFORMS ANNUAL INSPECTION. Performs annual inspection of technical publication, revision, change, or supplement to ensure currency.
7.6.	MAINTAINS OLVIMS/AFIS/AFEMS COMPUTER PROGRAM. Downloads computer maintenance directives and completes program updates.
8.	UNIT TRAINING ASSEMBLY (UTA) PREPARATION. Ensures training materials and facilities are available; reviews training records and/or related documents to determine training requirement; reviews scheduled and unscheduled maintenance requirement; and prepares input to monthly training schedule.
9.	UNIT ACTIVATION. Prepares material and/or vehicles for deployment/exercise package; coordinates with commander and state authorities; prepares transportation briefing; conducts site survey; and recovers material and/or vehicles from deployment site.
10.	OPERATIONAL READINESS INSPECTION (ORI)/UNIT COMPLIANCE INSPECTION (UCI). Prepares for ORI/UCI.
11.	MOBILE TRAINING TEAM (MTT):
11.1.	HOSTS MTT.
11.2.	ATTENDS MTT.
12.	MANAGEMENT:
12.1.	ADMINISTERS PERSONNEL:
12.1.1.	INDOCTRINATES PERSONNEL. Conducts initial interview, makes original job assignment, and acquaints newly assigned personnel with the work center.
12.1.2.	RATES PERFORMANCE:
12.1.2.1.	PREPARES PERFORMANCE REPORT. Develops performance report by researching, evaluating, drafting, proofreading typed copy, marking boxes, and signing completed report.
12.1.2.2.	INDORSES PERFORMANCE REPORT. Develops endorsement by researching, evaluating, drafting, proofreading typed copy, and signing completed report.

12.8.1.2.3.	NOMINATES PERSONNEL FOR AWARD. Develops recommendation by researching, evaluating, drafting, proofreading typed copy, and signing completed product.
12.1.2.4.	MONITORS MANAGEMENT IMPROVEMENT PROGRAM. Assists subordinate in developing improvement suggestion, and processes suggestion received for evaluation.
12.1.2.5.	MONITORS TRAINING. Reviews training record and monitors progress of subordinate.
12.2.	SUPERVISES PERSONNEL:
12.2.1.	SCHEDULES PERSONNEL. Schedules subordinate supervisor to provide adequate supervisory coverage in proportion to each shift's workload. Schedules leaves and passes.
12.2.2.	DEVELOPS DIRECTIVE. Develops policy, plan, procedure, operating instruction, checklist, and performance standard by researching, drafting, proofreading typed copies, and signs.
12.3.	DIRECTS AND CONTROLS SUBORDINATE WORK CENTER ACTIVITY:
12.3.1.	MONITORS WORK PRIORITY. Monitors scheduled and unscheduled work priority.
12.3.2.	PROVIDES GUIDANCE. Translates the broad management objectives of the unit commander into technical guidance and direction to subordinate supervisors for work force management.
12.4.	ASSISTS UNIT MOBILITY. Assists in the preparation of the unit mobility plan, identifies mobility resources, and evaluates the unit readiness capability.
12.5.	MONITORS SPECIAL AND RECURRING PROJECT OR PROGRAM.
12.6.	REVIEWS INCOMING AND OUTGOING COMMUNICATION. Reviews incoming distribution for information and necessary action. Reviews outgoing distribution for completeness, accuracy of content, and signs, when necessary.
12.7.	REVIEWS REPORT AND STATISTICAL DATA. Reviews report and statistical data for the purpose of evaluating each work center, and identifies exception or trend that requires management attention. Reviews quality control report, makes comment, and signs, when required.
12.8.	INSPECTS FACILITY. Performs periodic inspection of work center for adequate housekeeping and identifies hazard affecting safety, fire, or security. Identifies equipment and facility condition requiring maintenance or repair.

12.9.	INVESTIGATES ACCIDENT OR INCIDENT. Investigates ground or explosive incident and prepares required report.
13.	INDIRECT. Indirect work involves those tasks that are not readily identifiable with the work center's specific product or service. The major categories of standard indirect work are: Administers Civilian, Officer, and Enlisted Personnel; Directs Work Center Activity; Provides Administrative Support; Prepares for and Conducts/Attends Meeting; Administers Training; Manages Supplies; Maintains Equipment; and Performs Cleanup.

Attachment 3**MANPOWER TABLE****A3.1. Standard Manpower Table**

Air Force Specialty Title	AFSC	Grade	Manpower Requirement					
Vehicle Maint Supvr	2T3X0	Civ	1	1	1	1	1	1
Vehicle Maint Mech	2T3X0	Civ	6	7	8	9	10	11
Total			7	8	9	10	11	12

NOTE. AFSCs may be adjusted at the discretion of the Commander.